

## **Admissions, Attendance and Exclusions Policy**

### **Admissions**

Admission is usually by referral from a supporting organisation (e.g. school, LA) who is likely to also be the funder for the place. Balance AP works with young people aged 11 – 16 years old. All staff, including volunteers, working in the provision have been appointed following strict HR guidance including obtaining DBS checks. Admission is conditional upon a successful interview with the young person, their parent/carer(s) and a representative from the referring organisation. It is also conditional on the young person understanding and agreeing to the Student Code of Conduct.

The Balance AP Referral Form must be completed in full. The form is designed to answer questions with regard to the information required at registration and prompt parent/carer signatures for different aspects of the programme e.g. e-safety agreements, permission of photographs, permission for education trips and visits etc. Information about the circumstances leading to referral is gathered through the referral form and interview process. It is expected that the centre will be informed of all circumstances that a young person is known to be in, including issues with Child Protection, Police involvement, accusations of threats, violence or inappropriate sexual behaviour and other circumstance appropriate for ensuring the health, safety and wellbeing of the young person and those that they will come into contact with at the Provision. Any EHCPs, Individual/Personal Education Plans, Looked After care plans and other information regarding levels of support should be provided at the interview and prior to the placement starting. Where a student has an EHCP, Balance AP staff must consider whether the Provision and placement arrangements are sufficient to meet the specific needs and requirements outlined in the Plan. If not, the referrer will be advised to make alternative arrangements.

Induction will take place during the first two weeks of a placement, during which time staff will assess a students' needs and consider the suitability of the placement. At the end of this period, a review will take place where all stakeholders will decide whether the placement will continue.

### **Admissions Register**

Upon acceptance to the Balance AP programme, the following information must be recorded and held by us:

- The student's full name
- The student's gender
- The student's date of birth
- The date the student was admitted to the Provision
- The name of the school the student has been referred from

The following information on parents and carers must also be recorded:

- The name and address of every parent and carer of the student that is known to the school
- Which of these parents and carers the student normally lives with
- Emergency contact details of the parents and carers
- The referring school's contact details including name of DSL and/or referrer

### **Attendance**

A young person is expected to attend all sessions (morning and afternoon) in their programme, unless absence has been authorised (14 days in advance). If a student does not attend and the provision is not made aware 14 days prior, the referring school will be charged. Each morning, one member of staff will contact the referrer to disclose if any students are absent to inform them in order for them to contact parents/carers. Referring schools will assume a student is present at Balance AP unless they are informed otherwise.

A child going missing from education (e.g. unexplained absences, absconders) can be a potential indicator of a child protection concern. Staff should consider that where children are missing from education, particularly on repeat occasions, action may need to be taken to help identify any risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future. Where such concerns exist, staff should follow the procedures for reporting concerns as outlined in the Safeguarding – Child Protection Policy. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of, when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage. All schools that refer students to us must inform their local authority of any student who is going to be deleted from their admission register, or where any student fails to attend school regularly. Balance AP has a responsibility to keep in regular contact with referrers regarding students' attendance.

If a student is absent from Balance Alternative Provision then an email is sent to school immediately and a phone call home is made to parents and carers and a message is left.

### **Exclusion**

Balance AP sees exclusions as an absolute last resort. However, we do acknowledge that there are times, or as a direct consequence of a serious behaviour incident, a period of exclusion is necessary. We also recognise that it is the reflection and restorative conversations following a period of exclusion, rather than the exclusion itself that presents the greatest opportunity for learning from mistakes made. We only undertake exclusions as a 'cooling off period' with the student being expected to attend a restorative meeting afterwards, or carry out specific questions or activities that will help them begin to explore the events that led to the exclusion. Prior to their reintegration, Balance AP staff discuss the best restorative method for that particular student, hoping this bespoke approach will enable the student to realise the impact of their actions, have a better understanding of another person's perspective and have a more positive outlook going forwards.